

State Surveyors Office
Everett Rowland
State Surveyor

The following is the procedure that must be followed for receiving plats electronically.

Images of signed, sealed and dated survey plats will be accepted by the Land Survey Division office to fulfill the requirements for filing documents by conforming to the following procedures:

1. The image of a full size document shall be scanned at a minimum resolution of 300 dpi (maximum 600 dpi) to one of the following file formats: Adobe (*.pdf), JPEG (*.jpg), or TIFF (*.tif). For multi-page documents where all the pages are not contained in one image file, the image file names shall be sequential for consecutive pages.
2. The image file name shall conform to the following format (including dashes): 500-PLSN-00001.xxx. The three digit number "500" references surveyors; the four digit number after the first dash shall be your PS registration number; after the second dash a five digit number beginning with 00001 with all additional image files sent to be numbered in sequential order; and after the file name the appropriate extension for the file type used. Example: 500-1180-00001.pdf.
3. The image files shall be emailed to Shannon.Hale@arkansas.gov
4. If you do not receive an email confirming receipt of the document images you sent within 10 days, you should contact the Land Survey Division office at 501-683-1666 to see if you should re-submit the image files.

If you have any questions please contact the Land Survey Division office at 501-683-1666